APPLICATION PROCEDURES

GPC
RCO

WHO IS ELIGIBLE TO BE A CARDHOLDER OR BILLING OFFICIAL?

- Military
- Government Civilian
- Local Nationals working for the Government

NOT…….

…….CONTRACTORS……

CARDHOLDER APPLICATION PROCESS

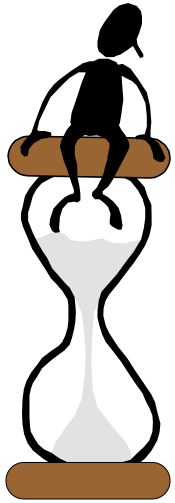
1. Complete on-line DAU GPC tutorial, Section 508, and Ethics Training
2. Schedule and attend prescribed GPC on-site training (Orientation) http://www.usacce.army.mil/seckenheim/
3. Submit completed GPC Account Setup Form to the A/OPC. Complete Credit Card Application signed by AO and your Resource Management Office (CDR's signature needed for over $2,500 SPL)
4. Send back a signed copy of "Delegation of Authority" letter.
5. Wait for card – two week delivery
6. "Self register" in C.A.R.E for a user ID and password

BILLING OFFICIAL'S APPLICATION PROCESS

1. Complete on-line DAU GPC tutorial, Section 508, and Ethics Training
2. Schedule and attend prescribed GPC on-site Training.
   http://www.usacce.army.mil/seckenheim/
3. Submit Original DD 577 signed by CMD to RM for forwarding to the servicing DFAS
4. Submit 1 copy of DD 577 from the person you are replacing, as their Termination Notice
5. Turn-in both DD 577s, GPC Approving/BILLING/CERTIFYING Official SET-UP form signed by Commander, RM and Billing Official with Certificates of Training to RCO Seckenheim

GPC
RCO

UPON RECEIPT OF CARD



1. Verify accuracy of name and address
2. Activate your account by calling US Bank (888) 994-6722 OR (701) 461-2232
3. Sign your card
4. Secure Card
6. On-Line Registration in C.A.R.E.